

Naruto University of Education International Cooperation Center for the Teacher Education and Training (INCET) Journal

Guide for Authors

Approved on March 6, 2018 at INCET Meeting

<Persons Who Can Submit>

1. Following persons can submit a manuscript to the Naruto University of Education Journal of International Education Cooperation published by International Cooperation Center for the Teacher Education and Training (INCET)
 - A. Faculties and teachers from Naruto University of Education (including guest researcher and teachers of attached schools)
 - B. Registered external cooperative researchers of INCET
 - C. Author(s) with a co-author who is registered as item B above
 - D. Author(s) approved by the editorial board consists of INCET members

<Types of Manuscript>

2. The content of manuscript must be related to international educational cooperation and unpublished in other journals. Author can submit the manuscript as ‘research article,’ ‘study note’ or ‘activity report.’

<Number and Pages of Manuscripts>

3. Number of manuscripts an author can submit is:
 - A. For ‘research article,’ one person can be the author and/or a co-author up to total of two manuscripts. However, a person might be limited to one manuscript based on editorial reason.
 - B. Regardless of the type of manuscript, one article should be within 10 journal pages when published.
 - C. Faculty of INCET may submit an extra manuscript as long as it is related to a research conducted under INCET.

<Guidelines for Writing a Manuscript>

4. Please prepare manuscript by following the rules listed below.
 - A. Manuscript’s page size should be set to ‘A4’ and written horizontally (not vertically in some case of Japanese language).
 - B. Manuscript must have title, list of authors, abstract (about 100 words) and keywords (up to 5 keywords).
 - C. For the published article, all of the following components should be contained within page limit of 10 pages: title, list of authors, abstract, keywords, tables/figures with captions and references. One article page at publication will contain about 500-600 words (40 lines at 10.5 font size, or 1600 Japanese characters).
 - D. Clearly indicate the source for each figures (including pictures) and tables. For each figures and

tables, prepare them separately from the manuscript if necessary and indicate where in the manuscript to put in. If needed, make sure to indicate the size of figures and tables. Figures and tables will be inserted with a photomechanical process, so please prepare as it should appear.

- E. Notes and citations should be indicated as ¹⁾ at appropriate location and details should be listed at the end of the manuscript before the 'Reference' section.
- F. Reference should be listed at the very end of the manuscript.
- G. Citations and References should be written as follows:
 - i. For an article: author(s), published year, title of article, *name of published journal*, volume, page(s).
Example: Norberg, P., Sekine, S. & Zhou, Y. (2014) Components of International Educational Cooperation, *Journal of International Education Cooperation*, 15(2), 50-57.
 - ii. For a book: author(s), published year, title of chapter, *title of book*, name of editors, publisher, pages.
Example: Erikson, J.B. (2007) Improving Teaching Materials, *Improving Education*, Brown, H. ed., McGrawHill, 34-55.
- H. Each author has maximum of two chances of proofreading. Corrections, indicated with red ink, should be for spelling and minor corrections; rewriting of a whole section and/or adding a whole new section is not permitted.
- I. Proofreading should be resubmitted within a week (7 days) unless specifically specified.

<Deadlines for Submission>

- 5. Deadlines for submitting manuscripts are set as follows:
 - A. Call for submission will be posted by end of May, and authors who intend to submit manuscript should submit tentative title by end of June.
 - B. Manuscript should be submitted by the end of August, if August 31st is happened to be Saturday or Sunday, deadline will be moved to the Monday following the August 31st.
 - C. At the time of submitting manuscript, make sure to indicate the type of manuscript; 'research article,' 'study note' or 'activity report.' For research article, two faculty members and/or external specialists appointed by the Director of INCET will conduct a review and determine the acceptance of manuscript. Based on the review, the Director might ask for correction of the manuscript to the author.
 - D. Deadline for re-submission will be notified at the time when the manuscript will be returned to the author for correction.

<Cost for Off-Prints>

- 6. If an author requires off-prints, the cost will be charged to the author.

<Submitting Process>

- 7. All manuscripts must be submitted to INCET (incet@naruto-u.ac.jp) and the chief editor at that time (indicated in 'call for papers') by attaching the manuscript to the e-mail. If size of the file exceeds 10 MB, please use external device (e.g., CD, DVD, USB) and send it to INCET.
International Cooperation Center for the Teacher Education and Training

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